OPERATING INSTRUCTION

Retrograding Hazardous Property
Chapter II, page 7

Generating Activity	1	Contact the losing DRMO (LDRMO) of property requiring turn-in. When there is no servicing DRMO available, the generating activity must contact DRMS International Environmental Division (DRMSI-H*) to notify of property requiring turn-in. (Reference: DoD 4160.21-M, Chapter 3, Para B).
LDRMO	2	If property cannot be disposed of or sold locally, contact DRMS-LH or DRMSI-H, as applicable, for the requirement to retrograde and the establishment of a point of contact for the retrograde shipment.
	3	Inform the generating activity of what funding documentation is required:
		(a) Military Interdepartmental Purchase Request (MIPR) for packing, crating, handling and ground transportation (PCH&T) requirements.
		(b) Transportation Authorization Code (TAC) for ocean transportation.
		(c) Funding document or DODDAC for disposal.
DRMS/DRMSI	4	Determine gaining DRMO (GDRMO) and appropriate disposal contract. Provide appropriate contracting CLIN listing to LDRMO/generator, as appropriate. Negotiate/modify disposal contracts as needed.
LDRMO	5	Determine GDRMO that will coordinate the sale of hazardous property. Provide list of proposed property to GDRMO to determine if market exists for any/all items.

Generating Activity	6	Prepare and provide funding documentation required for packaging, marking and labeling of property to LDRMO for turn-in in accordance with LDRMO turn-in instructions and all applicable DoD, host nation, international laws and regulations. (Reference: DoD 4160.21-M) *NOTE*: If using a DD form 1348-1A, the generator must have a proper DoDAAC and MILSBILLS fund code.

LDRMO	7	Inspect hazardous property to be turned-in; review generator DTID information and ensure any analysis matches DD Form 1348-1As; determine that the generating activity has an accepted MIPR on file with sufficient available balance to cover estimated PCH&T. (If no previous history, PCH&T cost to be determined by coordination with the losing Transportation Management Office (LTMO)).
		(Reference: DRMS-I 4160.14, Volume II, Chapter 2, Paragraph L).
		
		NOTE:
		
		   (a) Items shall be marked with the DTID and piece count (i.e. 1 of 1, 2 of 5, etc.).
		
		   (b) A representative of the GDRMO should be the first choice for performing all pre-inspection duties for sites where there is no servicing LDRMO. If special circumstances arise that indicate someone other than the GDRMO might be more appropriate, these will be evaluated by DRMSI-H on a case-by-case basis.

GDRMO DRMS-LH DRMSI-H	8	Contact GDRMO to determine if any special permits or notifications (other than shipping notifications) are necessary for entry to CONUS or another country (Department of Agriculture permits are required for moving of untreated soil; mine anchor cables, Canadian notifications, etc.) or Guam (for sale).

LDRMO	9	Complete inventory summary using CLIN price list provided. Ensure units of issue and prices match CLIN list, and ensure that inventory matches DD Form 1348-1As. (If property is to be offered for sale, the DD Form 1348-1A should contain the appropriate CLIN and funding DoDAAC if sales attempt fails). *NOTE:* Accurate, detailed inventories and DD Form 1348-1As are essential for successful retrogrades.
LDRMO	10	Complete Certification Checklist and submit a signed copy and the Inventory Summary Sheets to DRMSI-H, as applicable, to obtain a retrograde number.
DRMSI-H	11	Provide a retrograde number for shipments to CONUS or Guam from Asia and the Pacific.
LDRMO	12	Prepare DTIDs to transfer accountability from LDRMO to GDRMO. Suffix original DTID number with "R". Annotate blocks FF and GG with the CLIN and cost. File one copy, provide one copy to the LTMO, if it is required, and attach remaining copies to the Inventory Summary Sheet. Submit Certification Checklist, completed typewritten Inventory Summary Sheets, annotated copies of the original DTID, issue (transfer) DTIDs, laboratory analyses, hazardous waste profile sheets (HWPS), Land Disposal Restriction notifications (LDRs), as applicable, to the GDRMO.
GDRMO	13	Receive/review documentation. Setup folder and conduct technical review. Conduct administrative review to include the following: (a) Ensure all DD Form 1348-1As are received. (b) Ensure information on DD Form 1348-1As and supporting documentation match.
	14	Review retrograde package. Advise LDRMO, DRMSI-H and DRMS-LH of any problems or changes, including any contract modifications required. Verify USEPA identification number to be used for manifesting hazardous waste shipments. Validate certification checklist.

	15	Enter delivery order request information into BOSS. Identify problems with BOSS to DRMS-LH or DRMSI-H.
DRMS/DRMSI Contracting	16	Negotiate/modify disposal contracts as needed. Issue delivery order to contractor, with copies to GDRMO and LDRMO. Ensure copies of any contracting modifications are provided to LDRMO and GDRMO. *NOTE*: GDRMO to notify Contracting Office that copies of the delivery order and any modifications must be provided to the LDRMO.
LDRMO	17	Match inventory with delivery order. Identify any discrepancies to GDRMO.
	18	Request PC & H costs from LTMO. *NOTE:* If already accomplished, initiate shipping request through Ocean Cargo Booking Office (OCBO). Once property is packaged for shipment, initiate shipping request through OCBO. Provide final dimensions and weights to GDRMO. Ensure outside packagings are marked or stenciled with the following information: D.O. # _____ L. I. _____ L. I. Piece Count _____ Manifest # _____(as applicable)
GDRMO	19	Provide final destination and weights to disposal contractor for preparation of manifests.
LDRMO	20	Receive tentative pick-up date, vessel name, sail date, port of arrival, and estimated date of arrival from LTMO.
	21	Send e-mail to DRMS-LH or DRMSI-H and GDRMO with tentative shipping schedules. Revise as necessary.
GDRMO	22	Receive shipping information and provide schedule/timeframes to port of arrival and the disposal contractor to TMO (if not being offered for sale). Provide authorization to ship to LDRMO (with a copy provided to DRMS-LH, DRMSI-H) once the signed delivery order has been received, and all notifications have been made.

LDRMO	23	Obtain Transport Control and Management Documents (TCMD) and verify final destination. Obtain LTMO packing inventory and/or the Dangerous Cargo Manifest that cross-references MILVANs of packed inventory to items by DTID, as appropriate. Provide copies to GDRMO. This information should be sent via expedite mail service, i.e., Federal Express or UPS.
	24	When notified of the impending arrival of the ship, coordinate ground transportation to get the retrograde items to the port and verify all items on the retrograde are sent.
	25	Once the ship is underway, send e-mail to the GDRMO and DRMSI-H with the vessel name, voyage number, departure date, estimated arrival date, port of arrival, and any discrepancies.
	26	Receive outbound PC & H costs from LTMO, and adjust spreadsheets as required.
GDRMO	27	Coordinate with disposal contractor or local TMO (for sales) to arrange ground transportation to remove property from the Port of Arrival.
	28	Meet retrograde at port and coordinate movement from vessel to disposal contractor or DRMO. Use packing inventory and/or delivery order to cross reference containers to DTIDs. If a transport discrepancy is noted, contact the pier, DRMS-LH or DRMSI-H and the contracting officer (for items requiring disposal). Assure retrograde is properly manifested and loaded onto disposal contractor or TMO conveyance.
	29	Once the contractor has removed the property or the property has been delivered to the DRMO, send e-mail to DRMS-LH or DRMSI-H and the LDRMO to inform them of the departure or receipt of the property for sale.
LDRMO	30	Process retrograde records removal in DAISY.

	31	Maintain a PCB log and record of manifests. Monitor date of shipment, ensuring "come back" manifests are received within the timeframes prescribed in 40 CFR.
GDRMO	32	Perform DAISY input for retrograde records and for disposal and sales actions.
	33	Provide collection summary report of retrograde, COR report, manifests, continuation pages and supplementary sheets, and LDR notification to LDRMO (the COR checklist may be used for this purpose if all applicable information is contained therein).
	34	Prepare sales catalog, conduct sale. Advise LDRMO of sales success.
LDRMO	35	Inform Generating Activity of final cost for disposal for items that failed sale. Inform Generating Activity disposal funding that can be deobligated due to successful sale.
Generating Activity	36	Deobligate funds committed for the disposal of items that were sold.
DRMS/DRMSI Contracting	37	For PCB retrogrades from overseas, forward copies of certificates of disposal to LDRMO.
	38	Provide copies of all completed manifests to LDRMO.

*Asia and Pacific DRMOs use DRMSI-H Hawaii and Europe and SWA DRMOs use DRMSI-H Germany.

RETROGRADE CHECKLIST

Chapter II, page 7

		YES	NO	N/A
1	**Type of Property Requiring Retograde.** _____			
2	**Property Turned-In to the DRMO?**	YES	NO	N/A
a	Properly packaged for international shipment?			
b	Properly marked for international shipment?			
c	Properly labeled for international shipment?			
3	**Received all Required Turn-In Documentation?**	YES	NO	N/A
a	DD Form 1348-1A with MILSBILLS fund code (for disposal).			
b	Proper DoDAAC used.			
c	HWPS.			
d	Laboratory Analyses.			
e	MSDS.			
4	**Funding Documentation Received from Generator?**	YES	NO	N/A
a	Military Interdepartmental Purchase Request (MIPR) for packaging, crating, handling, and ground transportation (PCH&T) requirements.			
b	Transportation Authorization Code (TAC) for ocean transportation?			
c	Funding Document or DoDAAC for disposal costs?			
5	**All Items Marked with the Disposal Turn-In Document Number (DTID)?**	YES	NO	N/A
6	**Disposal Contract Requires Modification?**	YES	NO	N/A
a	Contract modified?			
7	**Inventory Summary Using Current CLIN Price List Completed?**	YES	NO	N/A
8	**Inventory Matches DD Form 1348-1As?**	YES	NO	N/A
	DoDAAC			
	Quantity			
	CLIN			
	Proper Shipping Name			
	PPM of PCBs Listed			
	Country of Manufacturer Identified			

9 _____   _____

    Signature (Of ERP Branch Chief)   **Date**

10   **Retrograde Number:** _____

    (Provided by DRMSI-H (Hawaii))